

Jaya Prathap  
prathap.blr@gmail.com  
**9845858235**

### **Career Synopsis**

Experienced Recruitment Specialist with successful 15+ years of experience in talent acquisition and management for clients in the IT, Manufacturing ,Automotive industries.

Specialized in recruiting for Mid to Leadership technical and Non-Technical position using innovative Talent acquisition/Sourcing/Networking strategies

Adept at meeting client expectation and candidate aspirations.

### **Core Skills**

Candidate Sourcing and Screening

Client -Relationship Management

### **Experience**

**Company Name : Classic Search Pvt Ltd**

Designation: **Lead -IT Recruiter /Account Manager**

**Feb 2004 – Till date**

### **Responsibilities:**

- Skilled in IT and non-IT recruitment processes.
- Utilize Job Portals/Networking source qualified candidates
- Conduct candidate evaluations to match with client requirements
- Collaborate with clients /hiring managers to understand their staffing requirements.
- Working for various positions for German , US based clients located in india
- Before diving into candidate search, develop a strategy. Consider standard practices and evaluate whether the role requires additional approaches, such as attending new networking events or exploring different advertising channels.
- Manually review them to identify suitable candidates.
- Interviewing candidates is a crucial responsibility. Assess their qualifications, cultural fit, and overall suitability for the role.
- Schedule and coordinate interviews between candidates and hiring managers.
- Once identified the right candidate, negotiate job offers. This involves discussing compensation, benefits, and other terms.

- Cultivate relationships with candidates, clients. Networking and maintaining a positive reputation are vital.
- Conduct first level interview (Telephonic) to check communication Skills, domain skills.
- Attending weekly meetings reporting with business leaders to discuss the details about the requirements and to draft a strategic hiring plan
- Effectively managing Competency's and performance management

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## Education

**Bachelor of Computer Applications from IGNOU 2003**

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## Personal Details

Date of Birth : 29-Dec-1981

Current Location : Bangalore

**Languages Known:** English, Tamil, Kannada